



PERSONNEL SPECIALIST

Agency Code: 7500 Class Code: 1303 Exam Code: 1PB12

Department(s):	State Personnel Board/Statewide Employment Development Department Department of Finance Franchise Tax Board Department of General Services State Compensation Insurance Fund Department of Justice Department of Motor Vehicles Department of Resources Recycling and Recovery Department of Water Resources Department of Forestry & Fire Protection Department of Social Services Department of Alcoholic Beverage Control Department of Consumer Affairs Department of Health Care Services Department of Managed Health Care State Teachers Retirement System Department of Transportation Department of Insurance Department of Alcohol and Drug Programs Department of Fish and Game Department of Public Health Office of Statewide Health Planning and Development Department of Child Support Services Board of Equalization State Air Resources Board Public Employees Retirement System Department of Industrial Relations Department of Financial Institutions State Energy Resource Conservation and Development Commission
Opening Date:	6/30/2011 8:00:00 AM
Final Filing Date:	Continuous
Type of Examination:	Multi-Departmental Open
Salary:	MONTHLY-RANGED-SALARY - \$2,602.00 to \$4,067.00
Tenure/Time-base:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time

Limited Term Intermittent

Exam Type:

State-wide

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for nine (9) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

Final File Date: Continuous

Where to Apply: Click on the exam link at the bottom of this bulletin

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact the State Personnel Board, Examinations Services Program at (866) 844-8671, TTY (916) 654-6336, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones, or at (800) 735-2922 from voice phones.

SALARY INFORMATION

Personnel Specialist (Range A&L) \$2602 - \$3162 per month

Personnel Specialist (Range B&M) \$2993 - \$3640 per month

Personnel Specialist (Range C&N) \$3098 - \$3766 per month

Personnel Specialist (Range D&O) \$3346 - \$4067 per month

[Alternate Range Criteria Term and Definition](#)

ELIGIBLE LIST INFORMATION

An OPEN, MERGED eligible list will be established by the State Personnel Board for use by other state departments. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then file and retake the Qualifications Assessment to reestablish eligibility.

Once you have taken the Qualifications Assessment, you may not retake it for 9 months.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement.

MINIMUM QUALIFICATIONS

PERSONNEL SPECIALIST

(Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either I, II, or III, etc. For example, candidates' possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination as meeting 100 percent of the overall experience requirement.)

EITHER PATTERN I

One year of experience in the California state service performing office duties at a level of responsibility equivalent to an Office Assistant, Range B.

OR PATTERN II

Two years of office experience. [Academic education above the 12th grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business nature being equivalent to six months of experience.]

POSITION DESCRIPTION

The Personnel Specialist is a multi-range level class, spanning entry through advanced journey levels. Incumbents in the Personnel Specialist class are regularly required to apply State laws and departmental and control agency rules and regulations, and bargaining unit provisions pertaining to a variety of personnel transactions in the areas of personnel record keeping, certification, payroll, and personnel documents processing and related personnel transactions functions.

Positions are located in various departments throughout the State of California.

EXAMINATION INFORMATION

On-line [Qualifications Assessment](#) – Weighted 100%

The examination will consist of a Qualifications Assessment, which is the sole component of the Personnel Specialist exam. To obtain a position on the eligible list, a minimum score of 70% must be attained. An applicant will receive his/her score upon completion of the Qualifications Assessment.

Please Note: The below link is not to access and apply to take the Personnel Specialist Examination. It is only a preview of the questions.

[Click here to preview the Personnel Specialist Qualifications Assessment questions](#)

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Current office methods, procedures, equipment, and basic math principles.

Ability to:

1. Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions.
2. Independently interpret and use reference material.
3. Give and follow directions.
4. Gather data.
5. Design and prepare tables, spreadsheets, and charts.
6. Advise employees of their rights.
7. Consult with supervisors on alternative actions which they may take on various transaction situations.
8. Communicate effectively.
9. Operate a computer keyboard/terminal.
10. Establish and maintain cooperative working relations with those contacted during the course of the work.
11. Organize and prioritize work.
12. Create/draft correspondence.
13. Maintain personnel records.

Additional Desirable qualifications:

Familiarity with automated systems.

BENEFITS

1. Employer/employee paid health and dental insurance
2. Employer paid vision insurance
3. Paid Vacation/Sick/Annual Leave Benefits
4. 11 paid holidays
5. Employer paid disability insurance

6. Defined Benefit Retirement Program (upon vesting)
7. Employee paid deferred compensation program (401K and 457)
8. Flexible work schedules and work hours
9. Pre-tax reimbursement for medical care, child care and parking programs
10. Employee Assistance Program
11. Career development/professional advancement

VETERANS PREFERENCE

Veterans' Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, Veterans who have achieved permanent civil service status are not eligible to receive veterans preference credits.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:
State Personnel Board
801 Capitol Mall
(866) 844-8671
California Relay (telephone) Service for the Deaf/Hearing Impaired:
From TDD: 1-800-735-2929, From Voice: 1-800-735-2922

DISCLAIMER

Please click on the link below and type in Personnel Specialist to obtain the official California State Personnel Board class specification for your review:

<http://spb.ca.gov/jobs/resources/jobspecs.htm>

GENERAL INFORMATION

Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience; and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification <http://www.dpa.ca.gov/textdocs/specs/s1/s1303.txt>

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall,

Sacramento, CA 95814, and the Department of Veterans Affairs.

TAKING THE EXAM

When you click the link below, you will be directed to the Qualifications Assessment exam. At the end of the Qualifications Assessment, once you click “Score My Exam,” it will be instantly scored.

[Click here to go to the Internet exam for Personnel Specialist](#)